



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Administration and Disbursements Division
3301 C Street, Sacramento, CA 95816

Issue Date: April 9, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Dorothy Cottrill, (916) 445-2568

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority. Please include proof of typing certificate.

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1139-010

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With supervision provided by the Bureau Chief (C.E.A. Level I), respond to the most difficult claimant inquiries via telephone and written correspondence for the Third Party Asset Recovery and the Uncashed Warrant Project. The incumbent is also responsible for providing clerical support to the Bureau of Disbursements management while exercising a high degree of initiative, independence and originality. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Edit and redact the uncashed warrant list for the third party asset recovery companies;
- Prepare written responses (SCO approved format) to third party asset companies, claimants, and other state agencies based on laws, rules, and regulations of the State of California;
- Compose and type contact memos and letters to state agencies and payees;
- Establish and maintain confidential third party asset recovery and uncashed warrant files;
- Review and issue documents to claimants and third party asset recovery companies, including but not limited to, Paid Warrant Letters and Request for Duplicate Controller's Warrant/Stop Payment (STD 435);
- Request legal documents from payees and/or state agencies to meet duplicate warrant guidelines before duplicate warrants are released;
- Verify and approve issuance of duplicate warrants using the Bank Reconciliation System. Research and follow-up inquiries in a timely and proficient manner;
- Screen and monitor telephone calls from the public and other state agencies concerning claim



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



status and procedures with detail and sensitivity;

- Greet visitors, monitor phone calls, and take messages for the Operations Managers, Bureau Chief , and administrative staff while exercising good judgment and effective communication;
- Schedule meetings and conference rooms for the Operations Managers, Bureau Chief and administrative staff;
- Assist with the preparation of Disbursements report of attendance; distribute personnel related memoranda to employees; maintain the Bureau's personnel files;
- Assist with reviewing all in-coming correspondence. Research inquiries and type a variety of correspondence in response to incoming inquiries.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Dorothy Cottrill